

Postsecondary Education Commission
Veterans State Approvals
Application for Approval of
Distance Education Programs

I. General Information

Name of Institution _____

Address of Main Campus _____

1. Is the institution accredited at the collegiate level by a nationally recognized accrediting agency or association as published by the Secretary of Education? _____ Yes _____ No

Indicate the date full accreditation was attained and the granting agency/association.

_____	_____
Date	Accrediting Agency/Association

NOTE: Candidate status is not considered to be accredited.

2. Other than the main campus, does the institution have a physical presence through which a program of education or a credit-bearing course is offered utilizing some form of distance education?

within state boundaries	_____ Yes	_____ No
in another state(s)	_____ Yes	_____ No

If yes to either within state or in another state, please identify location:

Definition: Physical presence means that an entity offers credit-bearing courses which comprise a program (or conducts at least 50% of the program) from a location established in the state directly by the entity or under the auspices of another entity or institution.

3. Does the institution currently have veterans education approval in a state(s) for any form of distance education? _____ Yes _____ No

If yes, identify the state(s) and State Approving Agency(s) that granted veterans training approval and the date of such action.

Date	State/State Approving Agency
_____	_____
_____	_____
_____	_____
_____	_____

4. Describe in detail any form of distance education that the institution utilizes for instructional purposes:

_____ Live, two-way instruction by way of interactive telecommunication

_____ a. Within state boundaries only

_____ b. To or from out-of-state site(s)/entity(s)

_____ Taped instruction over cable television

_____ a. Within State boundaries only

_____ b. To or from out-of-state site(s)/entity(s)

_____ On-line course instruction using personal computer

_____ a. Within state boundaries only

_____ b. To or from out-of-state site(s)/entity(s)

_____ Other, please describe _____

5. Specific distance education programs for which approval is being requested.

Name of Program	Identical or Similar Program Offered in Residence
_____	_____
_____	_____
_____	_____

II. Institutional Commitment

A. Role and Mission

1. Describe how the delivery of distance education is consistent with the institution's role and mission.

2. Describe the institutional approval process that ensures the appropriateness of distance education as a valid mode to meet the program's objectives.

B. Student Services

1. Describe the manner in which potential students are advised about each of the following:

- a. Curriculum

- b. Course and degree requirements

c. Faculty-student interaction

d. Required technical skills and/or competencies to take the course

e. Required technical equipment to take the course

f. Institutional policies regarding standards of progress as they apply to the distance education program.

g. Availability of academic support services

2. Describe the process used to screen or assess the backgrounds of students for their suitability for participation in this particular delivery mode.

3. Explain how enrolled students will receive information which describes reasonable and adequate access to student services to support their learning.

4. Describe the advertising, recruiting, and admissions materials used to accurately represent the program and the available services.

C. Faculty Support

1. Describe the training that faculty receive regarding the delivery of instruction by way of distance education.

2. Describe faculty support services specifically related to the distance education mode of delivery of the program.

3. Describe the faculty evaluation process employed with regard to teaching effectiveness regarding the delivery of distance education.

D. Institutional Support

1. Describe the financial and technical institutional commitment to ongoing support and continuance of the program for a sufficient period to enable students to complete a degree.

2. Describe institutional commitment to appropriate learning resources such as library services, which are available to students.

III. Curriculum and Instruction

1. Describe the process used to ensure that learning outcomes attained are consistent with other similar degree programs offered on campus.

2. Describe the methods by which the faculty communicate with students and how students communicate among themselves.

3. Describe how faculty is selected to design, deliver, and oversee programs offered by any form of distance education.

4. Describe the evaluation of credit earned through distance education, within and from outside of your institution. Make note if credit earned through the distance education mode is treated differently from credit earned through residential instruction.

IV. Evaluation and Assessment

1. Describe the process used to evaluate a program delivered through distance education for educational effectiveness with regard to:

A. Assessment of student learning outcomes

B. Student retention

C. Student and faculty satisfaction

2. Describe how the institution will provide assessment and documentation of student achievement in each course, and at the completion of the program. Description must include any interim progress reports utilized by the institution, grading system and length of time to complete each course.

V. Security

1. Described the process used to ensure that the identity of students in distance education program(s) is securely maintained and consistently verified.

2. Describe the process used to ensure that academic integrity is maintained with regard to test taking procedures for students enrolled in any form of distance education.

I certify that the information contained in this application and in the current school catalog or brochure is true and correct in content and policy.

(Signature of Chief Administrative Officer)

(Date)